



This tool is a simple reference list of items to consider when building and reviewing a proposal. Please note that this serves as a guide and should not be considered an exhaustive list of items.

HARVARD POLICIES:

- ___ Does the proposal meet any Provost criteria? <http://hlcra.harvard.edu/research-policies>
- ___ Does the proposal comply with Harvard policies (ex. Export controls, etc.)? <http://hlcra.harvard.edu/all-policies>
- ___ Has cost sharing been mitigated? http://vpf-web.harvard.edu/osp/quick_links/policies/#costsharing
- ___ Does the proposal commit additional resources such as space?
- ___ Are the conflict of interest statements completed for key personnel?
<http://www.hsph.harvard.edu/administrative-offices/faculty-affairs/outside-activities/outside-professional-activities.html>

SPONSOR REQUIREMENTS:

- ___ Are page limits, formatting, versions and other sponsor requirements respected?
- ___ Are all sponsor requirements completed as per the funding announcement?
- ___ Are human subjects or animals involved and if so, are required sections completed?
- ___ Has the proposal been reviewed for items that may trigger ERA Commons errors?
http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm

BUDGET REQUIREMENTS & PERSONNEL:

- ___ Are the correct F&A rates used? <http://hlcra.harvard.edu/sph-rates>
- ___ Are costs in lieu of overhead budgeted?
- ___ Is the correct MTDC base being applied?
- ___ Are the correct fringe rates applied? <http://hlcra.harvard.edu/sph-rates>
- ___ Are annual salaries accurate as per Wasabi?
- ___ Are compensation totals in line with effort?
- ___ Do salary levels adhere to sponsor guidelines?
- ___ Is escalation used for expenses each year?
- ___ Have faculty appointments been verified?
- ___ Are the key person profiles accurate in GMAS (ex. Address, title, NIH Commons username, etc.)?
- ___ Is total effort less than or equal to 95% at all times for Faculty?
- ___ Does the budget justification match the budget?
- ___ Are all expenses allowable and allocable and is enough funding being requested to complete the project?
- ___ Has the budget justification been reviewed and cross referenced with the GMAS budget?

SUBCONTRACTOR REQUIREMENTS (if applicable):

- ___ Has the correct type of agreement been chosen for the third party (ie. Subaward, billing agreement, service contract or consultant)?
- ___ Are subcontractor documents present with appropriate signatures?

INITIATING PROPOSAL REVIEW:

- ___ Have you contacted your SRA to tell them that you are ready to initiate internal review?
- ___ Are all the requirements entered into GMAS including the final budget, administrative pieces, draft science and all relevant attachments?
- ___ Has the PI reviewed the application and in the case of S2S, has the PI used the preview function to view the full application?
- ___ Has the SRA contacted the department within 2 business days to provide review feedback?
 If the feedback is not ready within 2 business days, has the SRA contacted the department and cc'd their Associate Director?

Key contacts for easy reference (<i>add your department's contacts</i>):			
SPA AD:		IRB review specialist:	
HR Partner:		OER contact:	